

CITY OF BEDFORD JOB DESCRIPTION

Job Title: Inspector
Department: Planning/Zoning
Work Schedule: 40 hours per week – Status: full-time, non-exempt
Supervised by: Planning/Zoning Director

Position Summary

Applicant serves as Building Inspector / Code Enforcement Officer for the Planning / Zoning Department responsible for completing inspections of buildings and structures in all stages of construction, alteration and repair; based on approved plans and applicable codes; to enforce building, plumbing, electrical, mechanical and housing codes, and state laws; and to do related work as required. Duties include conducting building plan review relative to permit issuance, code violation inspections, city ordinance violations, communication, and documentation. Work is performed under supervision of the Planning / Zoning Director.

Position Responsibilities

1. Reviews building permit applications, plans and supporting documentation to ensure structural compliance with all applicable laws, codes and ordinances.
2. Provides answers to technical questions on building rules and codes to staff, contractors, and members of the general public.
3. Researches and recommends technical advancements in inspection and construction industry for the betterment of inspection services.
4. Provides recommendations for code changes.
5. Maintains current knowledge on construction code changes; attends training seminars as assigned.
6. Assesses and evaluates code amendments, alternate construction methods, changes in construction technologies, and their impact on current requirements and procedures.
7. Coordinates resolution of code interpretations relative to code requirements.
8. Interprets and applies governing codes.
9. Meets with local community groups, architects, developers, engineers, and contractors to inform them about building code procedures and requirements.
10. Conducts meetings to resolve problems relating to such areas as inspections, compliance and ordinance interpretation and coordination.
11. Provides representation for hearings at local level.
12. Provides residential structural reviews as needed.
13. Improves quality of inspections through continuous office and field training.
14. Performs special investigations and inspections of construction work complaints as assigned.
15. Updates and maintains permit records.
16. Compiles data and keeps accurate records of daily activities.

17. Produces detailed written reports and letters regarding structural design review and code violations.
18. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
19. Testifies before boards and in court regarding construction codes, permits, and violations.
20. Develops, implements, and maintains policies and procedures.
21. Communicates with internal and external customers regarding issues, problems, and procedures with cases under review, and issued permits.
22. To perform this job position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.
23. Serves as secondary commercial and residential building inspector to inspect new and remodeled structures for compliance with building codes, state, and local regulations including but not limited to the inspection of footings, foundations, framing, heating and air conditioning, plumbing and electrical as needed. Also inspects commercial projects for compliance with sign, landscaping, and zoning requirements.
24. Serves as point of permit customer contact. Provides the public with information relating to City Code of Ordinances and Indiana Building Code, guidance through permit application process and responding to citizen/customer questions and complaints.
25. Reviews Improvement Location Permit applications for completeness and compliance to local and state zoning and building regulations. Issues Improvement Location Permits, Utility Permits, and Sign Permits completing data input into the City's permitting system database.
26. Maintains various computer databases of current and past years of all permits issued, completed building inspections.
27. Receives and responds to correspondence from builders, contractors, and the public. Issues building and zoning violation letters and follows up on enforcement. Periodically answers telephones and makes photocopies as needed. Assists Building Commissioner in scheduling and preparing daily building inspections.
28. Performs related duties as assigned.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Qualifications

G.E.D. or High School Graduate, 2 years of directly related experience. Ability to prioritize and handle varied assignments and heavy workload. Public speaking/presentations. Ability to read plans and specifications. Ability to maintain reporting procedures and documentation. Ability to communicate effectively, both orally and in writing, on technical, complex, controversial matters with division personnel, contractors, general public, and at public hearings. Must have strong computer skills. Must have excellent customer service skills. Must have valid Indiana Driver's License upon reporting for work and retain the license while in this position. Thorough knowledge of Indiana Building rules. Ability to understand and interpret Building Standards and Procedures. Study, analyze, and compile complex technical information on building issues.

Work cooperatively with other City employees and the general public. Observe projects and compare data to determine compliance with approved plans. Use and interpret graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids. Must have excellent organizational skills. Ability to prioritize daily tasks. Flexibility to change assignments. Ability to understand, interpret, and apply federal, state and local codes and ordinances.

Ability To:

1. Read and interpret building plans and specifications and to enforce their application.
2. Keep records and prepare reports.
3. Learn and apply specific provisions of applicable codes, ordinances and regulations enforced by the city.
4. Perform inspections by applying technical knowledge and following proper inspection techniques to examine workmanship and materials and defect deviations from plans, regulations and standard construction practices.
5. Communicate clearly and concisely, both orally and in writing.
6. On a continuous basis, know and understand the job; and explain codes, regulations, and procedures to contractors, developers, the general public, representatives of other public agencies, and other city staff.
7. Establish and maintain effective working relationships with those contacted in the course of work.

Physical Effort and Work Environment

On a continuous basis, sit at a desk for short periods of time; twist and reach office equipment; intermittently stand, walk, bend, climb, kneel and squat while conducting field inspections; use telephone and write or use a keyboard to communicate through written means and lift or carry weight of 30 pounds or less.

General Information:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as directed by the Planning & Zoning Director. The duties and responsibilities of this position are subject to modification or adjustment by the Planning & Zoning Director to meet the evolving needs of the city or department, in accordance with applicable laws and city policies.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply. A drug test will be required after a conditional offer to hire.